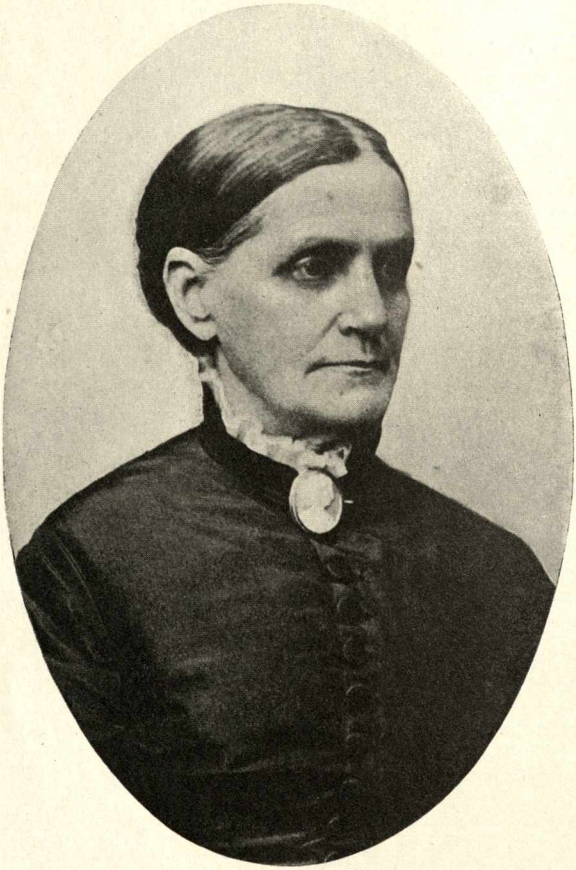
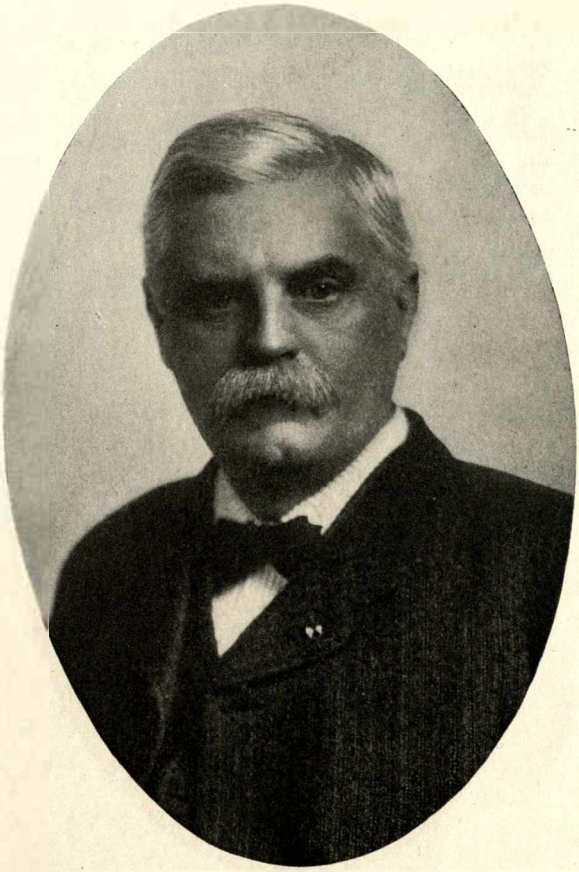
Ameline Fairbanks Memorial Library

First Annual Report

Terre Haute



Mrs. EMELINE FAIRBANKS



CRAWFORD FAIRBANKS

The first annual report of the Emeline Fairbanks Memorial Library for the Year August 1, 1906, to August 1, 1907

Terre Haute, Indiana

Press of The Moore-Langen Printing Co
Terre Haute, Indiana

Trustees 1906-1907.

Oscar G. Derry, President.
Thomas M. Kehoe, Treasurer.
Adolph Neukom, Secretary.

Library Staff.

Librarian.

Sallie C. Hughes.

Assistants.

Grace E. Davis.
Florence P. Crawford.
May C. Dodson.
Minnie A. Connor.
Edna Neukom.

Substitute.

Emilie Katzenbach.

Custodian.

David Harris.

Building Committee.

Spencer F. Ball.
William Fairbanks.
A. C. Ford.

EMELINE FAIRBANKS MEMORIAL LIBRARY

Announcement.

The Library will be open every week day from 8:30 a. m. to 9 p. m., from May 15 to October 1, and from 9 a. m. to 9 p. m. from October 1 to May 15. Closed all day New Year's, February 12, February 22, May 30, July 4, Labor Day, Thanksgiving and Christmas.

Reading Room and Reference Room open on Sunday from 2 p. m. until 6 p. m.

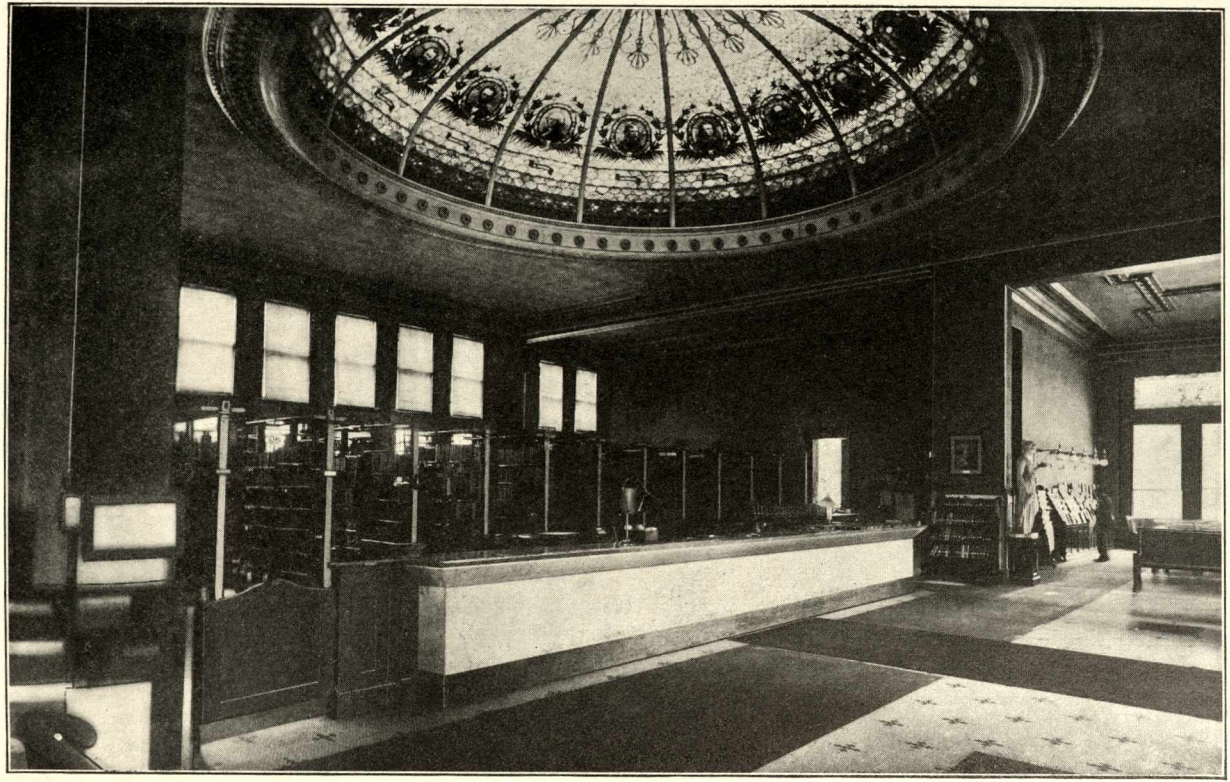
Residents and taxpayers of Terre Haute are entitled to use the books of the Library upon registering their names and residence, and complying with either of the following conditions:

Give satisfactory recommendations in the form prescribed by the Board of School Trustees.

Depositing Two Dollars, and, in special cases, such further sums as the value of the book may require.

Persons who live outside of the City may be given the use of the Library subject to restrictions to be prescribed by the Librarian and the payment of One Dollar annually in advance. A temporary resident may borrow books on making a deposit of Five Dollars, this sum to be returned to the depositor upon surrender of card.

The Librarian and her assistants are at all times ready and anxious to serve the public and desire no one to leave the building without every effort being made to find what is wanted. References for club papers or along any line of work will be looked up and written out if sufficient time is given.



DELIVERY DESK

Emeline Fairbanks Memorial Library

To the Trustees of the
Terre Haute Public Library:

GENTLEMEN: I herewith submit a report of the Emeline Fairbanks Memorial Library for the year August, 1906, to August, 1907. As no report of the Terre Haute Public Library, now the Emeline Fairbanks Memorial Library, has been printed heretofore, I prefix a short history of the library movement in our city.

In 1880 some public spirited ladies organized a subscription library known as the "Terre Haute Library Association." In June, 1881, the School Trustees, acting under the law of 1880, levied a tax of 2 cents on each $100 of taxable property for library purposes. Nothing further was done until May 20, 1882, when the Trustees purchased the property of the Terre Haute Library Association by assuming an indebtedness of $70 and paying a nominal fee of $1.00. The 1,140 volumes thus acquired was the beginning of the Terre Haute Public Library. The rooms of the old association, 624½ Wabash Avenue, were retained and Mrs. Lucy C. Wonner elected Librarian. Later in the year the Library was moved to 709½ Wabash Avenue. In October, 1894, Miss Wonner, assistant librarian, resigned and in November, 1894, Mrs. Sallie C. Hughes was elected to the vacancy. In May, 1905, Mrs. Wonner resigned and Miss Leatha M. Paddock, who had been supply for some time, was elected librarian.

In 1896 the old Universalist Church at 119 North Eighth Street was purchased, a stack room built, and in October of that year the Library was moved to that location, having completely outgrown the old quarters. After a few years, with increased patronage and the addition of

many books, the building was becoming much crowded and the thought of "what to do in the future?" was an intruding question, when in 1903 Mr. Crawford Fairbanks signified his desire to give the city a library in memory of his mother to be called the Emeline Fairbanks Memorial Library, the city to purchase the lot. The site at Seventh and Eagle Streets was chosen and in April, 1906, the handsome building was completed, magnificently fitted and furnished, the gift of a devoted son to the memory of a worthy mother, and the pride of the city. Owing to some legal complications the proper transfers were not made until July, and on the 30th of that month the old library was closed to the public and removal begun. The work was practically completed on Saturday, August 11, and on the evening of that date the building was thrown open to the public for inspection, the Staff and Trustees acting as a reception committee. The next day the regular Sunday opening hours were observed and on Monday, August 13, regular routine work was commenced. The Library has since been open to the public every day in the year with the exception of the holidays. The time of opening was changed from 9:00 to 8:30 a. m., from May 15 to October 1. The time of closing, which had been 8 p. m., during the summer months, was lengthened to 9 p. m.

CIRCULATION.

The work of this department has been carried on in a most careful and painstaking manner, an earnest effort being made to meet the requests of the patrons in a courteous manner. The circulation for 1905-1906 was 51,098 volumes, which was increased this year to 86,749 volumes, an average gain of 2,971 volumes per month, or 35,651 for the year. This does not include the circulation from the school libraries of which no accurate account has

been kept. One of the greatest helps in this department was the adding of a rental collection of current fiction. Our patrons have greatly appreciated the opportunity to secure new, clean books for 2, 4 or 6 cents, without waiting many weeks as they formerly had to do. This collection also relieves the demand on the regular collection, making it easier to secure the free books. Lists of books on various subjects have been posted from time to time and in all cases greatly increased demand for these books has resulted. The city papers have been very kind in publishing lists from week to week, also library news, which has kept the public apprised of the work of the library. The open shelf system has been greatly appreciated by all.

CATALOGUE DEPARTMENT.

All new books have been carefully catalogued, the Dewey classification being used. Revision of the old catalogue has been made wherever necessary. The time and careful work necessary here can be appreciated only by library workers.

JUVENILE DEPARTMENT.

This is the most popular place in the library and Terre Haute is to be congratulated on having one of the largest, most convenient and most beautiful children's rooms to be found anywhere. In January visits were made to the schools, certificates distributed and an invitation extended to all the children to come to the library. The results may be determined by the fact that 600 new cards were written the month following these visits. The "story hour" feature was begun in January and the hearty appreciation of the little folks and the increased attendance and use of the library by them was very gratifying. Bulletin board work is quite a feature and adds to the increased use of the books.

SCHOOLS.

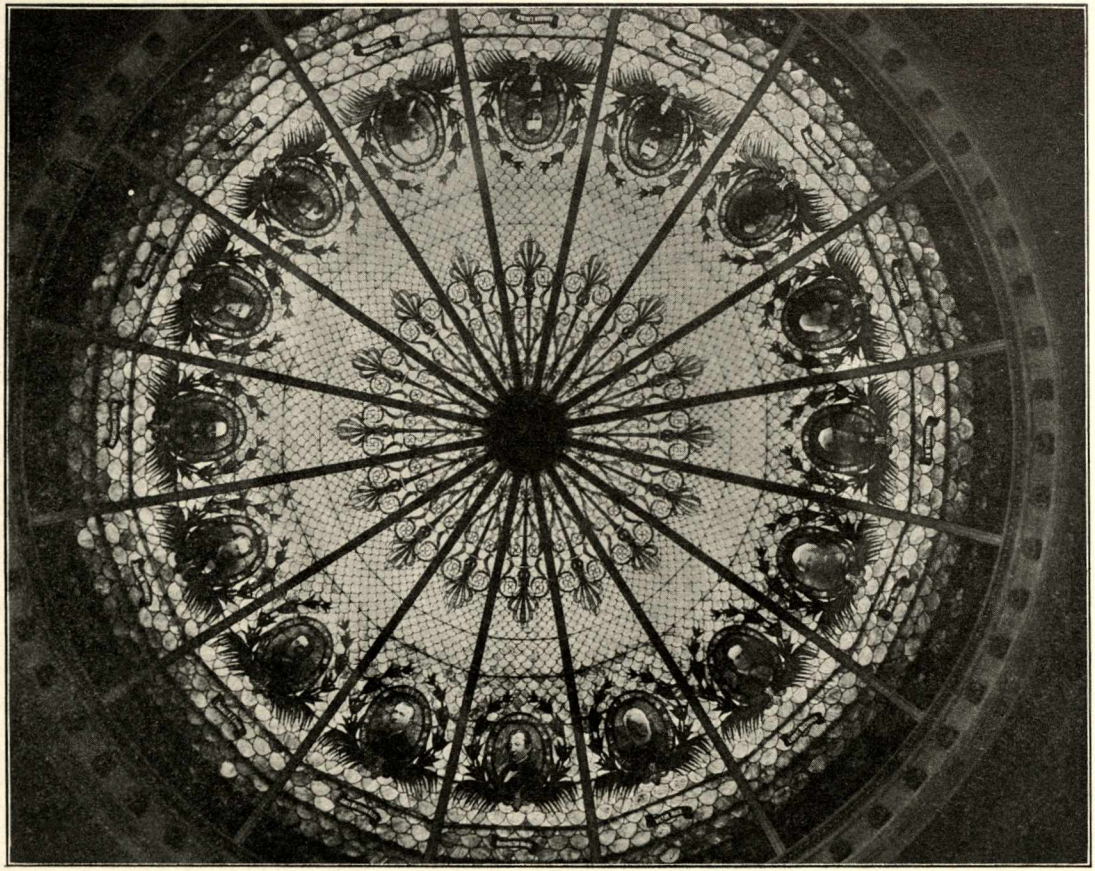
Late in the year cases of 50 or more books were loaned to the schools wherever they were desired. Toward spring the libraries at the Hulman, W. S. Rea, Collett, Montrose and Deming schools were taken in charge by members of the staff. The books were repaired, rebound as was necessary, simply classified. At these branches the library has been open one afternoon each week during vacation for the distribution of books, the districts being so far away from the main building that the children were deprived of reading privileges. A story hour has been a feature also, and many children have been kept off the streets and learned a great deal about books these summer days. Assistance was given the Cruft school in rearrangement, pocketing and catalogueing. Visits have been made to the other school buildings and about 600 books repaired or rebound. Many more books could have been saved if they had been attended to sooner.

READING ROOM.

In the reading room 141 newspapers and periodicals may be found, 17 of these being donated. The two section addition to the magazine cabinet gives room for the current as well as the back numbers. The new shelving added contains duplicate bound magazines which readers enjoy very much. No correct account of the use of these magazines and papers can be kept, but they are well used by young and old.

REFERENCE DEPARTMENT.

Our reference department contains the best standard reference books. The purchase this year of the periodical sets indexed by the abridged Poole, together with several other valuable sets, makes a strong collection and one



DOME

greatly appreciated by our patrons. Club references are compiled and every possible assistance rendered the public.

GIFTS.

"To those who have shall be given" might have been written of the Emeline Fairbanks Memorial Library. The beautiful building so handsomely furnished by the donor has been the recipient of a number of smaller gifts. Chief among these, $1,000 willed by Col. Wm. E. McLean, available when the estate is settled; 650 photographs, studies in Italian art, presented by the Art Section of the Woman's Club. The Singing Boys of Della Robbia were framed and hung in the children's room, making a handsome addition, the rest of the pictures filed in the cabinet according to artist. The painting by J. Ottis Adams, "Irridescence of the shallow stream," purchased by the school children at a cost of $300, has also been given a place in the children's room. Plaster casts of Diana and Byron were given by Mrs. Blything. Mrs. Austin presented a bust of Colonel R. W. Thompson, made by her son, Alfred Austin, when he was 16 years of age. Mrs. Edward P. Fairbanks presented Vedder's Lazarus, handsomely framed. A bust of the late Senator Voorhees, by his son, James Paxton Voorhees, together with a handsome mahogany pedestal, were given by a number of representative citizens.

These, with Miss Scudder's statue and the memorial statue given by the Woman's Club, give the rooms quite an artistic appearance.

Many magazines and a number of books have been donated by interested patrons. The files of the Gazettes given by Wm. C. and Spencer Ball are very valuable, and by binding the Tribune we have a good history of Terre Haute and surrounding country.

PURCHASES.

The ten new steel stacks added to the stack room in October, provide for the fast growing collection of valuable books for the present and for some time in the future. The change of the electric lights in the stack room from stationery to swinging has been very satisfactory and the reduction of the candle power has reduced the cost of lighting.

Covering the stack room with cork carpet and placing rubber strips in the aisles of the reading rooms and on the tile floor has been the greatest help to quiet. An exact invoice of the books taken at the time of moving into the new building gave 19,801. During the year were added 4,691, making a total of 24,492 books in the library August 1, 1907. Add to this the 6,000 books to be found in the school libraries and we have a total of 30,492. By purchasing a moderate number of good, current books there should be no decrease in patronage and the many kind words of approval will continue.

MISCELLANEOUS

A most valuable departure in the way of new work has been the mounting of pictures gathered from papers, magazines, advertisements, etc. These have been mounted on cover paper 9x11 to fit the photograph cabinet, and show the life, manners and customs of all countries, costume, scenery, painting, sculpture, portraits; in fact cover almost all subjects. Over 3,000 mounts will be complete by fall and will circulate the same as books. These will be especially valuable to the teacher, art student and club people.

We have also completed files of newspaper clippings treating of many subjects not found elsewhere. These circulate same as books.

The club room is used on alternate Saturdays by the Saturday Circle and the Young Woman's Club, and on

every other Monday by the Hawthorne Club. The room is used on Saturday mornings for the "Story hour."

The physicians of the city are collecting books for a medical reference library but no arrangement has been attempted until their plans are better formulated.

Much work has been done, much remains to be done. We hope to bring our circulation to the 100,000 mark the coming year.

My thanks are due first of all to the Trustees for their enthusiastic support and confidence. To the patrons for their encouragement and appreciation. To the staff for their hearty cooperation. Without all these much less would have been accomplished.

Respectfully submitted,

SALLIE C. HUGHES, Librarian.

August 1, 1907.

Statistical Table of Circulation.

YEAR	DAYS OPEN FOR CIRCULATION OF BOOKS	AVERAGE DAILY CIRCULATION	TOTAL CIRCULATION
1902-1903	300	161	49,723
1903-1904	300	160	47,816
1904-1905	300	150	45,092
1905-1906	301½	169	51,098
1906-1907	296	293	86,749

Report of Fines, etc., at Desk.

RECEIPTS.

Fines	$243.89
Dup. pay	213.54
Non-residents	2.00
Trustees	125.00
Balance August 1, 1906	30.67
Total.	$615.10

EXPENDITURES.

Books	$ 11.98
Expressage	40.11
Periodicals	290.86
Newspapers	56.35
Supplies	86.04
Trustees	75.00
	$560.34
Balance August 31, 1907.	54.76
Total	$615.10

Trustees Financial Report.

RECEIPTS.

Balance on hand August 1, 1906	$11,917.18
December settlement	4,486.54
Sale of old library	7,550.00
June settlement	2,315.28
July settlement	850.27
Collections	75.00
Total.	$27,194.27

EXPENDITURES.

Books and Periodicals	$5,865.91
Heating and Lighting	1,313.73
Telephones	10.50
Ice	10.00
Rebinding and recasing	1,012.11
Notes and interest	80.15
Supplies	194.26
Hardware	37.15
Printing	237.70
Fixtures	1,102.20
Permanent improvements	160.69
Incidental expenses	390.51
Repairs	329.85
Insurance	153.35
Freight and drayage	75.83
Carpet and matting	465.92
Pay rolls	4,248.30
Total payments.	$15,688.16
Balance on hand July 31, 1907	11,506.27
Total	$27,194.27

READING ROOM

STACK ROOM

CHILDREN'S ROOM